



JAMES A. NOYES, Director

COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC WORKS

900 SOUTH FREMONT AVENUE
ALHAMBRA, CALIFORNIA 91803-1331
Telephone: (626) 458-5100
www.ladpw.org

ADDRESS ALL CORRESPONDENCE TO:
P.O. BOX 1460
ALHAMBRA, CALIFORNIA 91802-1460

IN REPLY PLEASE
REFER TO FILE:

PJ-1

April 17, 2003

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**VIRGINIA ROBINSON GARDENS RETAINING WALL PROJECT
APPROVE APPROPRIATION ADJUSTMENT
APPROVE REVISED PROJECT BUDGET
ADOPT AND ADVERTISE
SPECS. 6570; C.P. 86480
SUPERVISORIAL DISTRICT 3
3 VOTES**

**JOINT RECOMMENDATION WITH THE CHIEF ADMINISTRATIVE OFFICER AND
THE DIRECTOR OF PARKS AND RECREATION THAT YOUR BOARD:**

1. Find that the project is categorically exempt under the California Environmental Quality Act, Sections 15301 (d), (l) (4), and 15302; and Class 1(c) and 2(a) of the County of Los Angeles Environmental Document Reporting Procedures and Guidelines adopted by your Board on November 17, 1987, and authorize the Director of Public Works to deliver the project.
2. Approve the enclosed Appropriation Adjustment (Enclosure C) to reallocate appropriation and net County cost to the Virginia Robinson Gardens Retaining Wall Project (C.P. 86480) from the Virginia Robinson Gardens General Improvement Project (C.P. 86284) in the amount of \$388,000.
3. Approve the revised project budget of \$929,040 for the Virginia Robinson Gardens Retaining Wall Project as detailed in Enclosure A.

4. Adopt the plans and specifications for the construction of the Virginia Robinson Gardens Retaining Wall Project at an estimated construction cost between \$409,670 and \$563,296 funded by net County cost and instruct the Executive Officer to advertise for bids to be received and opened on May 27, 2003, according to the "Instruction Sheet for Publishing Legal Advertisements" (Enclosure B).

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommended actions will authorize the Virginia Robinson Gardens Retaining Wall Project to proceed.

The original project included replacing two existing retaining walls along the west side of the property and the adjacent driveway slab. During the design phase, trees and shrubs adjacent to the major retaining wall were removed, and it was determined that an additional 60 lineal feet of retaining wall needed to be replaced.

Additionally, the garage located next to the retaining wall needs to be replaced due to its unstable condition and to provide access for constructing the retaining walls. This garage previously stored maintenance equipment and materials that are being stored temporarily at the main residence garage. Reconstructing the garage will provide a permanent storage area.

The proposed project now includes replacing one major retaining wall along the west property line, two retaining walls that form the sides of the garage on the west side of the property, reconstructing the garage and concrete driveway, and restoring landscaping on the adjoining parcel if it is disrupted by the retaining wall construction. These improvements will help to keep this nearly 80-year-old facility safe and enjoyable for the public.

Implementation of Strategic Plan Goals

These actions are consistent with the County's Strategic Plan Goal of Fiscal Responsibility as the proposed improvements are an investment in public infrastructure.

FISCAL IMPACT/FINANCING

Public Works' fair construction cost estimate for the project is between \$409,670 and \$563,296. The total project cost, including plans and specifications, plan check, construction, consultant services, miscellaneous expenditures, and County services, is currently estimated at \$929,040, which is \$388,000 more than the \$541,040 approved by your Board on September 5, 2000. The increase is due to the increased length of the retaining wall; reconstructing the garage; and additional consultant, miscellaneous, and County services, which include plan check, construction inspection, acquisition of property right-of-way, and project management services.

The proposed improvements are funded by Third District Capital Project Funds. The Project Schedule and Budget Summary are included in Enclosure A.

Sufficient appropriation will be available in the Fiscal Year 2002-03 Capital Projects Budget (C.P. 86480) to fund this project following your Board's approval of the Appropriation Adjustment (Enclosure C). The Appropriation Adjustment reallocates \$388,000 from the General Improvement Renovation Project to the Retaining Wall Project to fund the increase in project scope.

Operating Budget Impact

Following completion of the project, scheduled for February 2004, Parks and Recreation anticipates no startup cost or increase in annual operating costs.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The project schedule was extended to accommodate the additional construction, design, and review elements. These elements included revising the drawings to include the additional 60 lineal feet of retaining wall, additional time to obtain jurisdictional approvals for the revised plans, encroachment permits from two adjacent property owners, and postponement to perform the hillside construction during dry weather.

A standard contract, in the form previously approved by County Counsel, will be used. The standard Board-directed clauses that provide for contract termination, renegotiation, and hiring qualified displaced County employees will be included.

As requested by your Board on August 12, 1997, and as a threshold requirement for consideration for contract award, bidders will be required to attest their willingness to

consider Greater Avenues for Independence Program/General Relief Opportunity for Work participants for future employment.

The project specifications contain provisions requiring the contractor to report solicitations of improper consideration by County employees and allowing the County to terminate the contract if it is found that the contractor offered or gave improper consideration to County employees.

As required by your Board, language has been incorporated into the project specifications stating that the contractor shall notify its employees, and shall require each subcontractor to notify its employees, that they may be eligible for the Federal Earned Income Credit under the Federal income tax laws.

Bidders will also be required to show full compliance with Los Angeles County Code Chapter 2.200 (Child Support Compliance Program) and Chapter 2.203 (Contractor Employee Jury Services Program).

ENVIRONMENTAL DOCUMENTATION

The proposed project has been reviewed and determined to be categorically exempt under the California Environmental Quality Act, Sections 15301 (d), (l) (4), and 15302; and Class 1(c) and 2(a) of the County of Los Angeles Environmental Document Reporting Procedures and Guidelines adopted by your Board on November 17, 1987, because the project will consist of rebuilding existing structures having the same purpose and function.

CONTRACTING PROCESS

On September 5, 2000, your Board awarded a design service contract to Grossman and Speer Associates, Inc., for the Retaining Wall Project for a not to exceed fee of \$19,200 and authorized the Director of Parks and Recreation to supplement the agreement in the amount of \$3,840.

Advertising for bids will be in accordance with the County's standard Instruction Sheet for Publishing Legal Advertisements (Enclosure B).

Following receipt of bids scheduled for May 27, 2003, we will return to your Board for construction contract award.

The Honorable Board of Supervisors
April 17, 2003
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As requested by your Board on February 3, 1998, this contract opportunity will be listed on the "Doing Business with the County" website.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The project will have minimal impact on current services at this facility because the majority of the construction work will be located outside the garden areas visited by the public with the exception of the driveway replacement. The contractor will take appropriate measures to ensure public access to the facility during the driveway replacement. There will be no impact on any other currently planned projects while restoring the facility to a safe and functional condition.

CONCLUSION

Please return one adopted copy of this letter to the Chief Administrative Office (Capital Projects), Parks and Recreation, and Public Works.

Respectfully submitted,

JAMES A. NOYES
Director of Public Works

DAVID E. JANSSEN
Chief Administrative Officer

TIM GALLAGHER
Director of Parks and Recreation

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Enc. 3

cc: County Counsel
Department of Public Social Services (GAIN/GROW Program)
Office of Affirmative Action Compliance (Ozie Smith)

April 17, 2003

ENCLOSURE A

**VIRGINIA ROBINSON GARDENS RETAINING WALL PROJECT
APPROVE APPROPRIATION ADJUSTMENT
APPROVE REVISED PROJECT BUDGET
ADOPT AND ADVERTISE
SPECS. 6570; C.P. 86480**

I. PROJECT SCHEDULE

Project Activity	Scheduled Completion Date	Revised Completion Date	Actual Completion Date
Award Design Contract	N/A	N/A	N/A
Execute Design Contract	N/A	N/A	N/A
Schematic Design	N/A	N/A	N/A
Design Development	08/00		08/00
Construction Documents	10/00		10/30/02
Jurisdictional Approvals	N/A		04/17/03
Construction Award	01/01	07/08/03	
Construction Start	03/01	08/13/03	
Substantial Completion	06/01	02/09/04	
Final Acceptance	08/01	04/08/04	

II. PROJECT BUDGET SUMMARY

Budget Category	Board Approved Project Budget	Impact of this Action	Current Project Budget
Plans and Specifications	\$ 23,040	\$ 0	\$ 23,040
Design Contingency	0	0	0
Total Plans and Specifications	\$ 23,040	\$ 0	\$ 23,040
Plan Check	\$ 5,000	\$ 500	\$ 5,500
Construction	\$ 377,274	\$ 195,113	\$ 572,387
Change Order Contingency	28,506	28,733	57,239
Total Construction	\$ 405,780	\$ 223,846	\$ 629,626
Other Consultant Services	\$ 25,000	\$ 42,774	\$ 67,774
Miscellaneous Expenditures	\$ 0	\$ 9,500	\$ 9,500
County Services	\$ 82,220	\$ 111,380	\$ 193,600
TOTAL	\$ 541,040	\$ 388,000	\$ 929,040

April 17, 2003

ENCLOSURE B

**VIRGINIA ROBINSON GARDENS RETAINING WALL PROJECT
ADOPT AND ADVERTISE**

PUBLISHING LEGAL ADVERTISEMENTS: In accordance with the State of California Public Contract Code Section 20125, you may publish once a week for two weeks in a weekly newspaper, or ten times in a daily newspaper. Forward three reprints of this advertisement to Architectural Engineering Division, Department of Public Works, 900 South Fremont Avenue, 8th Floor, Alhambra, California 91803-1331.

**OFFICIAL NOTICE
INVITING BIDS**

Notice is hereby given that the Director of Public Works will receive sealed bids for furnishing all materials, labor, and equipment required to complete construction for the following work:

<u>SD</u>	<u>SPECS</u>	<u>PROJECT</u>	<u>BID DOC.</u> <u>FEE</u>	<u>DATE OF BID</u> <u>OPENING</u>
3	6570	Virginia Robinson Gardens Retaining Wall Project 1008 Elden Way Beverly Hills, CA 90210	\$50	05/27/03

Copies of the project manual and drawings may be obtained at the Cashier's Office, Department of Public Works, 1st Floor, 900 South Fremont Avenue, Alhambra, California 91803-1331, for the fee stated above. For bid information, please call Ms. Montessa Duckett of Architectural Engineering Division at (626) 458-2563. Each bid shall be submitted on the required form, sealed, and filed at the Cashier's Office before 10:45 a.m. on the date indicated. Bids will be publicly opened, examined, and declared by Public Works at 11:00 a.m. on this date in Conference Room D, 1st Floor, 900 South Fremont Avenue, Alhambra, California 91803-1331.

Bids must conform to the drawings and project manual and all bidding requirements. This project requires the prime contractor to possess an "A or B" license classification at the time of bid. The contractor should verify to his/her satisfaction that he/she holds the correct license for this type of project.

PRE-BID CONFERENCE

Public Works' Project Management Team will hold a **mandatory** pre-bid conference at 10:30 a.m. on Tuesday, May 13, 2003, at the project site located at 1008 Elden Way, Beverly Hills, California 90210, to provide information on the project, bidding process, and answer any questions that the potential bidders may have. To be considered responsive to this invitation for bid, bidders must attend the mandatory pre-bid conference in its entirety. Bids from bidders who do not attend the pre-bid conference will be rejected as nonresponsive. For further information, please contact Ms. Montessa Duckett with Public Works' Project Management Team at (626) 458-2585.

The County supports and encourages equal opportunity contracting. The contractor shall make good faith efforts, as defined in Section 2000 of the Public Contract Code relating to contracting with Community Business Enterprises.

The Board of Supervisors reserves the right to reject any or all bids or to waive technical errors and discrepancies in bids submitted in the public's interest.

Si necesita información en español, por favor llame al Telefono (626) 458-2563.



Upon 72 hours notice, the Department can provide program information and publications in alternate formats or make other accommodations for people with disabilities. In addition, program documents are available at our main office in Alhambra (900 S. Fremont Ave.), which is accessible to individuals with disabilities. To request accommodations ONLY, or for more ADA information, please contact our departmental ADA Coordinator at (626) 458-4081 or TDD (626) 282-7829, Monday through Thursday, from 7:00 a.m. to 5:30 p.m.



Con 72 Heras de noticia, el Departamento puede proveerle información y publicaciones sobre el programa y formatos alternativos o hacer adaptaciones para incapacitados. Además, documentación sobre el programa está disponible en nuestra oficina principal en Alhambra (900 S. Ave. Fremont), la cual es accesible para individuos con incapacidades. Para solicitar adaptaciones SOLAMENTE, o para mas información del ADA, pongase en contacto con nuestro Coordinador del ADA del departamento al (626) 458-4081 o TDD (626) 282-7829, de Lunes a Jueves de las 7:00 a.m. a 5:30 p.m.

By order of the Board of Supervisors of the County of Los Angeles, State of California,
dated April 29, 2003.

Specs. 6570

VIOLET VARONA-LUKENS, EXECUTIVE OFFICER
OF THE BOARD OF SUPERVISORS
OF THE COUNTY OF LOS ANGELES

April 17, 2003

ENCLOSURE C

**VIRGINIA ROBINSON GARDENS RETAINING WALL RENOVATION PROJECT
APPROVE APPROPRIATION ADJUSTMENT
APPROVE REVISED PROJECT BUDGET
ADOPT AND ADVERTISE
SPECS. 6570; C.P. 86480**

APPROPRIATION ADJUSTMENT

BOARD OF
SUPERVISORS
OFFICIAL COPY

78R 332M 11/83

COUNTY OF LOS ANGELES
REQUEST FOR APPROPRIATION ADJUSTMENT DEPT'S. 600 - 13
DEPARTMENT OF PARKS & RECREATION April 8, 2003

AUDITOR-CONTROLLER.

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. WILL YOU PLEASE REPORT AS TO ACCOUNTING AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF ADMINISTRATIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFOR

3 VOTE MATTER

FISCAL YEAR 2002-03

FINANCIAL SOURCES:

Capital Project/Refurbishment
Department of Parks & Recreation
Virginia Robinson Gardens (3)
Rfurb-General Improvements
Building Improvement
A01 - PK - 86284 - 6014
\$388,000 Decrease Appropriation

FINANCIAL USES:

Capital Project/Refurbishment
Department of Parks & Recreation
Virginia Robinson Gardens (3)
Retaining Wall
Building Improvement
A01 - PK - 86480 - 6014
\$388,000 Increase Appropriation

JUSTIFICATION:

The budget adjustment is necessary to fund an additional 60-feet of retaining wall that was not accessible during the design phase; reconstruction of the secondary garage; and additional consultant services, miscellaneous services, and County services.



Ahmed Bahbah, Accounting Officer III

CHIEF ADMINISTRATIVE OFFICER'S REPORT

REFERRED TO THE CHIEF
ADMINISTRATIVE OFFICER FOR—

ACTION

RECOMMENDATION

AUDITOR-CONTROLLER BY

No. 201

APR 11 2003

APPROVED AS REQUESTED

AS REVISED

APRIL 15, 2003

APPROVED (AS REVISED):
BOARD OF SUPERVISORS

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BY

DEPUTY COUNTY CLERK

SEND 5 COPIES TO THE AUDITOR-CONTROLLER